

## State of Maine Request for Proposals

### RFP #201601017 2016 Grants for Stream Crossing Public Infrastructure Improvements

#### Submitted Questions and Answers

**Q:** How many grants per town can be awarded in a year, and do you prioritize the need for replacement?

**A:** There has been no limit set as to the number of grants awarded per town in a year. We evaluate each grant application separately and assign scores as to how the application addresses public infrastructure, the cost and benefits of the project and how it addresses habitat restoration and climate change resiliency.

**Q:** A Town who is a client of mine has the intentions of putting a culvert replacement project out to bid within the next couple weeks, If we submit the grant proposal and receive funding, could the Town use the monies to "reimburse" themselves for costs accrued regarding the project? To clarify, the construction itself will not begin before the anticipated award date. We just do not want to disqualify ourselves from grant eligibility by putting the project out to bid.

**A:** Yes, they can, grant eligibility will not be affected if you put the project out to bid prior to the anticipated award date.

**Q:** I would like to know if the page limit of the RFP can be thought of slightly differently than laid out in the Instructions section on page 9. Can we think of Parts 2 and 3 together as a total of 15 pages, but with some flexibility as to whether they include photos, maps, site plans or other important elements such as hydrological and hydraulic analyses? Or, thought of slightly differently, since the basic required photos and location map could easily fit on two pages, can Part 3 include existing and proposed plan views (which I otherwise would have put in Part 2) that could also be referred to as "Site Maps" in Part 3's five pages?

**A:** No, the page limit in the instructions should not be thought of differently since the limits were devised to ensure concise and consistent applications so that they can be easily and fairly evaluated. The instructions are also consistent with instructions used in the RFP for the previous round of grant funding.

**Q:** Can this grant be used for upgrades to culverts, whether it be to replace or to add, for a snowmobile trail?

**A:** Yes, it can be used for these purposes.

**Q:** Knowing that there is no match required, can Federal “match” be included as “in kind”, and how may that affect or not affect the RFP?

**A:** No, federal match would not be considered “in kind” but the match would be included in the cost of the project similar to applicant contributed match. It would be evaluated based on the funds requested in the proposal. Proposals with match money tend to score higher when evaluating cost and budget information than those without match.

**Q:** How important is it to have a complete engineered design? What if a preliminary design was included in the application?

**A:** A complete engineered design is not required provided a preliminary design provides adequate detail to be able to review the proposal.

**Q:** How would an application with a phased approach included in it, be received?

**A:** It would be reviewed like all other applications received and if selected funding would be made available through a two-year contract

**Q:** Can we apply for a culvert replacement grant to replace a culvert crossing of an intermittent stream?

**A:** Yes.

**Q:** How long does a town have to complete a project after the grant has been awarded?

**A:** Two years.

**Q:** It is unclear to me in the RFP whether Appendix 2, the **DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION** section, is to be included in the 10-page limit of Part 2, or is a completely separate page, NOT to be counted in the page limits. I would think now that Part 2 will consist of four pages of the Appendix 1 forms, and that allows room for a maximum 6 ADDITIONAL pages. If you consider the section above to be part of Appendix 1, then we only have room to add a possible 5 additional pages. Could you clarify?

**A:** Yes, the **DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION** is to be included in the 10 page limit of Part 2 and only 5 additional pages can be added to meet the 10 page limit for Part 2.

**Q:** Can grant funds be used to prepare the hydrological analysis needed to prepare an appropriate design for habitat improvement and accommodation of extreme precipitation events?

**A:** Yes, up to 8% of grant funds can be used for “design and engineering services” as outlined in Part II Scope of Services, of the RFP. Preparing the hydrological analysis needed to develop an appropriate design comes under this category of services.

**Q.** Do we need to remove tables and photographs, including the required satellite photo, from our Narrative *and limit our written text to 5 pages*, as the DEP forms make-up five pages....comprised of Appendix 1, section forms, and Debarment form? To make sense in a separate section, our tables and photos will need captions....this section is limited to 5 pages.

**A.** To make it fair for everyone submitting a proposal, Part 1 must be a maximum of 2 pages; Part 2 a maximum of 10 pages and Part 3, a maximum of 5 pages. However you would like to revise your current proposal to meet these requirements is up to you but these are the instructions everyone must follow as part of the RFP process.

**Q.** Even as submitted as a separate enclosure, are Letters of support acceptable?

**A.** Letters of support may be incorporated into the application but the total number of pages for each section of the application must be adhered to and the total number of pages for the entire proposal must not exceed 17